

# DCARC Defense Cost & Resource Center

## EVM Central Repository Reviewer Guide



8/1/2013

# Reviewer Training

OSD

- The following document provides step-by-step screenshots to illustrate the major actions performed by Reviewers in the EVM-CR system:
  - Obtaining an ECA Client Certificate
  - Requesting a DCARC Portal account
  - Assigning Reviewers/Submitters to your contract\*
  - Reviewing EVM Submissions

\* Lead Reviewers only



# ECA Certificate

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- Before you will be able to request access to the DCARC Portal you will first need to have a valid CAC or ECA Certificate.
- The type of ECA certificate required is a Medium Token Assurance Identity Certificate.
- To locate approved certificate vendors please visit the ECA PKI Program Website at <http://iase.disa.mil/pki/eca/index.html>

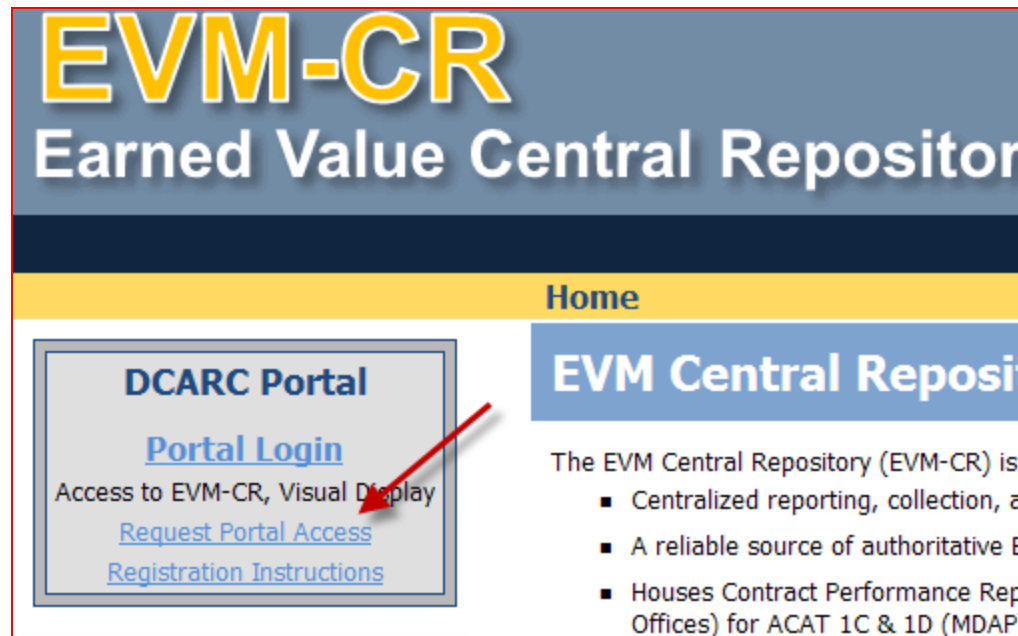


# Requesting an Account

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- Please choose the request access link as shown below

<http://dcarc.cape.osd.mil/EVM/EVMOverview.aspx>



- Please contact us a [DCARCSupport@Tecolote.com](mailto:DCARCSupport@Tecolote.com) if you already have a DCARC Portal account and require the EVM Reviewer role added to your user profile.

# Accessing the EVM Website

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- Once your access is approved. Log in to the DCARC Portal and click the EVM Website link as shown here to access the EVM Central Repository.





# Reviewer Home: Submissions

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## Submission Review Home

[Submissions](#)
[Task Submission Status](#)
[Contracts](#)
[Submission History](#)

Pending Submissions

 Submissions Filtered By My Review Decisions: 

Submission ID	Prime Contract Number	Sub Contract Number	Contract Task	Program Name	Report Date	Submitter Name	Submitted Date	Role
<a href="#">23180</a>	<a href="#">N0000-00-N-0000</a>		Task 1	Example	5/3/2013	Jen Horner	8/1/2013	Lead Reviewer

- When a submitter uploads a submission to your assigned contract, you will receive an email notification. (Sent to the email address you have supplied in your user profile.)
- Your role on the contract will be shown in the far right column.
- To review the submission, click the Submissions tab and then click on the Submission ID number to drill into the submission.



# Submission Detail: Contract

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- Once you click on a Submission ID number the Submission Detail will be displayed. The Contract tab shows the contract information.

Contract	Submission	Files	Reviewers
<b>Contract Information</b>			
<b>Cntr #:</b> [REDACTED] <b>Ctr:</b> [REDACTED] <b>Division:</b> [REDACTED] <b>Location:</b> [REDACTED] <b>Cage Code:</b> [REDACTED]	<b>Sub Cntr #:</b> <b>Sub Ctr:</b> [REDACTED] <b>Division:</b> [REDACTED] <b>Location:</b> [REDACTED] <b>Cage Code:</b> [REDACTED]	<b>Program</b> <b>Program Name:</b> [REDACTED] <b>PNO:</b> [REDACTED] <b>Program Mgr:</b> [REDACTED] <b>Service:</b> [REDACTED] <b>Mil Handbook:</b> ELECTRONIC/AUTOMATED SOFTWARE <b>Weapon Sys:</b> Electronic/Automated Software System	
<b>Contract Tasks:</b> Task 1			
<b>Contract Type:</b> Unknown <b>Start Date:</b> <b>End Date:</b> <b>Stops Contract Reporting?:</b> No <b>EDI Required On Contract?:</b> Yes			



# Submission Detail: Submission

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- The Submission tab will display information about the submission such as when it was submitted, current status and report type.

<a href="#">Contract</a>	<a href="#">Submission</a>	<a href="#">Files</a>	<a href="#">Reviewers</a>
<b>Submission Information</b>			
<b>Submission Task:</b> Task 1	<b>Year:</b> 2012	<b>Month:</b> 2	<b>Report Type(s):</b> IPMR Cost, Formatted Cost
<b>Submission ID:</b> 00000	<b>Report Date:</b> 2/24/2012	<b>Submission Date:</b> 3/26/2012	
<b>Resubmit:</b> No	<b>Status:</b> Published	<b>Status Set By:</b> LISA J. HARRIS	<b>Status Set Date:</b> 4/3/2012
<b>Historical PM:</b> unknown	<b>Submitter Name:</b> [REDACTED]	<b>Submitter Comment:</b> Expected submission date fell on a Sunday, submission made following work day. Expected Report date of submission is available.	
<b>Point of Contact Information</b>			
<b>Name:</b> [REDACTED]	<b>Phone:</b> [REDACTED]		
<b>Fax:</b>	<b>Email:</b> [REDACTED]		



- The Files tab will display all files uploaded with the submission. Click the file name to open or save the file.
- To view the data extract from the XML or TRN file click, the View Submission CPRs button.

Reviewers can upload files on this page if they have comments. To do this, click the Browse button to locate your file, select it and click the Upload button.

Contract	Submission	Files	Reviewers
Submission Files			
File Name	File Type	CPR Level	File Comment
 <a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>	Formatted Cost		<a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>
 <a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>	Formatted Cost		<a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>
 <a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>	Formatted Cost		<a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>
 <a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>	Formatted Cost		<a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>
 <a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>	Other		<a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>
 <a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>	Other		<a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>
 <a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>	Formatted Cost		<a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>
 <a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>	IPMR Cost	Total	<a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>
 <a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>	Other		<a href="#">CPR - Contract - 2 - 2016 - 11-15-2016 - 2016 - 11-15-2016</a>
View Submission CPRs			
Reviewer Files			
There are no reviewer files uploaded for this submission.			
Select a file to Upload			
Caution: The total size of each file must be less than 300 mb.			
<input type="text"/> <input type="button" value="Browse..."/>		File Comment:	<input type="text"/> <input type="button" value="Upload"/>



# Submission Detail: Reviewers

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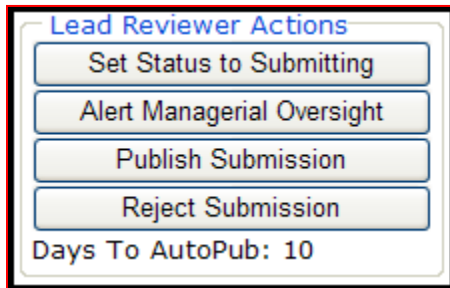
- Each Lead Reviewer and Reviewer assigned to the contract will be listed here. They can vote to approve or reject the submission and enter their comments.
- NOTE – your decision here does not actually reject the submission. The Lead Reviewer will still need to reject from the Lead Reviewer Actions Menu.

<a href="#">Contract</a>	<a href="#">Submission</a>	<a href="#">Files</a>	<a href="#">Reviewers</a>		
Submission Reviewers					
<a href="#">Reviewer</a>	<a href="#">Organization</a>	<a href="#">Role</a>	<a href="#">Status</a>	<a href="#">Status Date</a>	<a href="#">Comment</a>
John Doe	Department of Defense	Lead Reviewer	Pending	4/3/2012	
Jane Smith	Department of Defense	Lead Reviewer	Pending	4/3/2012	
Bob Johnson	Department of Defense	Reviewer	Pending	4/3/2012	
Alice Brown	Department of Defense	Reviewer	Pending	4/3/2012	
Charlie Davis	Department of Defense	Reviewer	Pending	4/3/2012	
David Wilson	Department of Defense	Reviewer	Pending	4/3/2012	



# Lead Reviewer Actions Menu

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- The Lead Reviewer Actions Menu provides options for the Lead Reviewers to take several actions on a submission.
- Set Status to Submitting - This option allows the Lead Reviewer to return the submission to the Submitting status. This will allow the Submitter to access it and add/remove files as needed and then resubmit.
- Alert Managerial Oversight - The Managerial Oversight Reviewer(s) will not be notified of a submission ready for review unless the Lead Reviewer notifies them with this option.
- Publish Submission - This option publishes the submission. The submission will now be available for viewing by all approved Analysts.
- Reject Submission - This option rejects the contractor's submission. The submitter can then upload a replacement submission for the requirement. The rejected submission cannot be viewed by Analysts.
- Days To AutoPub - If a Lead Reviewer does not Publish or Reject a submission within 10 calendar days of submission it will be automatically published to the EVM-CR.



# Reviewer Home: Task Submission Status

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## Submission Review Home

[Submissions](#)
[Task Submission Status](#)
[Contracts](#)
[Submission History](#)

### Contract Task Submission Status

Program: Contract Number: 

Filter Tasks

Clear Filter

Hover here to view the submission(s) contributing to this rating. Click to access most recent in the collection.

[Previous Month](#)
[Current Month](#)
[Next Month](#)

			Apr '2013				May '2013				Jun '2013				Jul '2013				Latest History File	Pct Complete
Program	Contract	Contract Task	IPMR Cost on Time	IPMR Cost Compliance	Formatted Cost on Time	Native Schedule on Time	IPMR Cost on Time	IPMR Cost Compliance	Formatted Cost on Time	Native Schedule on Time	IPMR Cost on Time	IPMR Cost Compliance	Formatted Cost on Time	Native Schedule on Time	IPMR Cost on Time	IPMR Cost Compliance	Formatted Cost on Time	Native Schedule on Time		
			CFSR on Time				CFSR on Time				CFSR on Time				CFSR on Time					
Example	N0000-00-N-0000	Task 1																		100

- This tab displays a status view of all assigned tasks.
- The legend describes the meaning of each rating.
- To view the submission contributing to a particular rating, click the box to navigate to it as described in the image above.

On Time Scores *	
	Submitted on Time
	Submitted Late
	Rejected - not re-submitted
	Submission in Submitting
	Expected this Period ***
	Missing
	Not Required this period
	Not required on this task
	No Data
Compliance Scores **	
	Processed
	Not Required
	Missing
	No Data

# Reviewer Home: Contracts

OSD

## Submission Review Home

[Submissions](#)

[Task Submission Status](#)

**Contracts**

[Submission History](#)

### Assigned Contracts

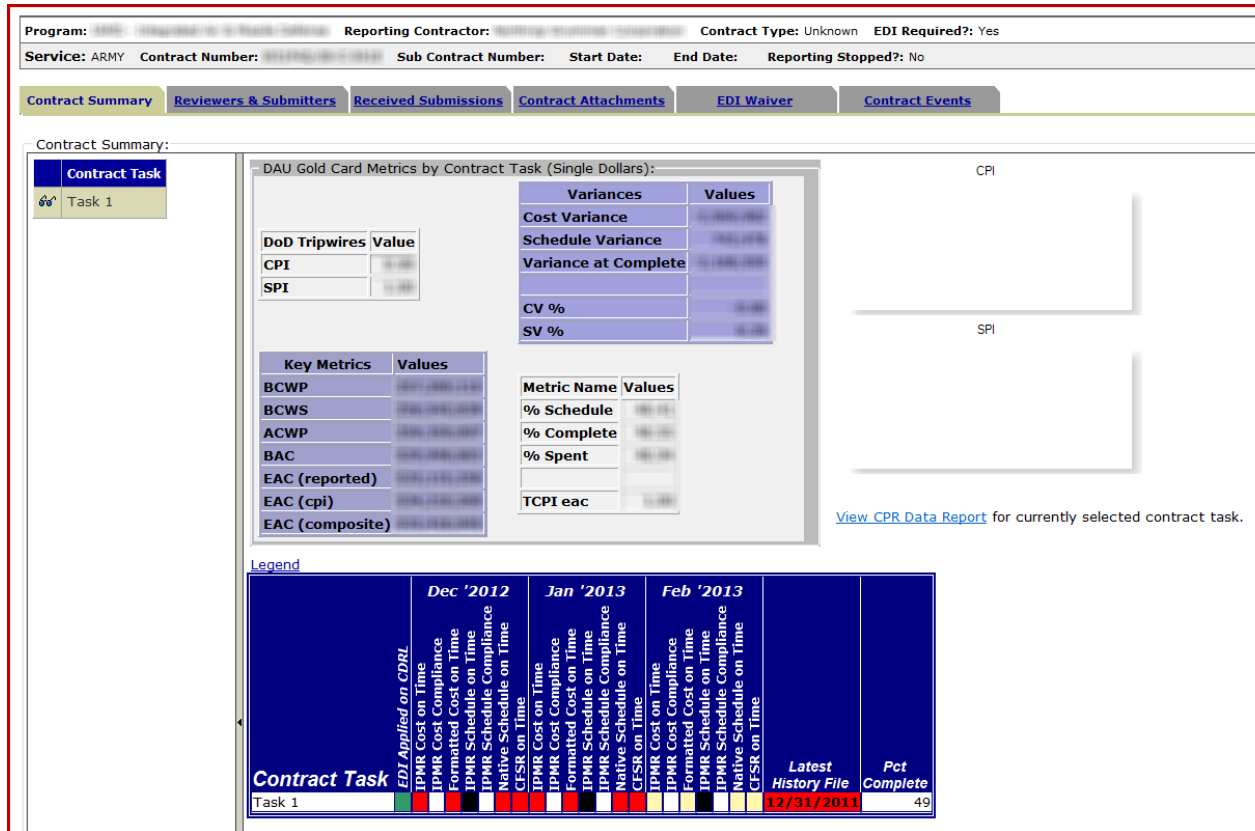
Prime Contract Number	Sub Contract Number	Contract Task	Program Name	PM	Contractor	Contractor Division	Role
<a href="#">N0000-00-N-0000</a>		Task 1	Example	Unknown	Prime: DCARC Corporation Sub:	Prime: N/A Sub:	Lead Reviewer

- To view contracts assigned to you, click the Reviewer Home tab at the top of the page.
- Next, click the Contracts tab as shown here. All contracts assigned to you will be displayed.
- If you are not assigned any contracts, please contact DCARC Support at [DCARCSupport@Tecolote.com](mailto:DCARCSupport@Tecolote.com).



# Contract Detail: Contract Summary

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- The Contract Detail screen has several tabs associated with it. First, you are presented with the Contract Summary tab. This tab displays basic identifying information about this contract. It also shows the DAU Gold card Metrics as well as CPI & SPI and Program Status Report.
- There is also a link to View the CPR Data Report.



# Contract Detail: Reviewers & Submitters

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**Program:** ARMY **Reporting Contractor:** [Redacted] **Contract Type:** Unknown **EDI Required?:** Yes

**Service:** ARMY **Contract Number:** [Redacted] **Sub Contract Number:** [Redacted] **Start Date:** [Redacted] **End Date:** [Redacted] **Reporting Stopped?:** No

[Contract Summary](#) [Reviewers & Submitters](#) [Received Submissions](#) [Contract Attachments](#) [EDI Waiver](#) [Contract Events](#)

**Contract Reviewers:**

Reviewer Name	Organization	Role
[Redacted]	[Redacted]	Lead Reviewer
[Redacted]	[Redacted]	Lead Reviewer
[Redacted]	[Redacted]	Reviewer
[Redacted]	[Redacted]	Reviewer
[Redacted]	[Redacted]	Reviewer
[Redacted]	[Redacted]	Reviewer

[Manage Contract Reviewers](#)

**Contract Submitters:**

Submitter Name	Organization
[Redacted]	[Redacted]
[Redacted]	[Redacted]

[Manage Contract Submitters](#)

- The Reviewers & Submitters tab displays all users assigned to the contract.
- Lead Reviewers are responsible for maintaining these lists of users. Click Manage Contract Reviewers or Manage Contract Submitters to Add/Remove users from the contract.





# Contract Detail: Rec'd Submissions

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- The Received Submissions tab displays all submissions that have been submitted on this contract.
- To drill into a submission, click on the underlined Submission ID number.

**Program:** ARMY **Reporting Contractor:** [REDACTED] **Contract Type:** Unknown **EDI Required?:** Yes  
**Service:** ARMY **Contract Number:** [REDACTED] **Sub Contract Number:** [REDACTED] **Start Date:** [REDACTED] **End Date:** [REDACTED] **Reporting Stopped?:** No

[Contract Summary](#) | [Reviewers & Submitters](#) | **[Received Submissions](#)** | [Contract Attachments](#) | [EDI Waiver](#) | [Contract Events](#)

Received Submissions:

**Contract Task:** Task 1 **Report Categories:** All **Latest Submission Status:** All

Submission ID	Contract Task	Report Category(s)	Report Date	Submitted Date	Status Date	Status Set By	Status
<a href="#">[REDACTED]</a>	Task 1	CFSR	3/30/2012	4/24/2012	5/30/2012	[REDACTED]	Published
<a href="#">[REDACTED]</a>	Task 1	Native Schedule	3/30/2012	4/24/2012	4/25/2012	[REDACTED]	Published
<a href="#">[REDACTED]</a>	Task 1	IPMR Cost, Formatted Cost	2/24/2012	3/26/2012	4/3/2012	[REDACTED]	Published
<a href="#">[REDACTED]</a>	Task 1	Native Schedule	2/24/2012	3/21/2012	4/2/2012	[REDACTED]	Published
<a href="#">[REDACTED]</a>	Task 1	IPMR Cost, Formatted Cost	1/27/2012	2/27/2012	3/13/2012	[REDACTED]	Published
<a href="#">[REDACTED]</a>	Task 1	Native Schedule	1/27/2012	2/21/2012	2/24/2012	[REDACTED]	Published
<a href="#">[REDACTED]</a>	Task 1	IPMR Cost, Formatted Cost, History	12/31/2011	1/30/2012	2/10/2012	[REDACTED]	Published
<a href="#">[REDACTED]</a>	Task 1	CFSR	12/31/2011	1/25/2012	2/5/2012	[REDACTED]	Published
<a href="#">[REDACTED]</a>	Task 1	Native Schedule	12/31/2011	1/25/2012	2/5/2012	[REDACTED]	Published
<a href="#">[REDACTED]</a>	Task 1	Native Schedule	11/25/2011	1/3/2012	1/14/2012	[REDACTED]	Published

1 2 3 4 5 6





## Contract Detail: Contract Attachments

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- The Contract Attachments tab is where all CDRLs can be found (If a copy has been received).
- Any information we have about reporting will also be found here.

<b>Program:</b> <a href="#">ARMY - Acquisition of 10 F-35s</a>	<b>Reporting Contractor:</b> <a href="#">Boeing</a>	<b>Contract Type:</b> Unknown	<b>EDI Required?:</b> Yes		
<b>Service:</b> ARMY	<b>Contract Number:</b> <a href="#">W56602-01-1-0001</a>	<b>Sub Contract Number:</b>	<b>Start Date:</b>	<b>End Date:</b>	<b>Reporting Stopped?:</b> No
<a href="#">Contract Summary</a>	<a href="#">Reviewers &amp; Submitters</a>	<a href="#">Received Submissions</a>	<b><a href="#">Contract Attachments</a></b>	<a href="#">EDI Waiver</a>	<a href="#">Contract Events</a>

CDRL Attachment

File Name	File Comment	Approval Status	Upload Date	Upload By
<a href="#">CPR CDRL.pdf</a>	CPR CDRL	Approved	8/24/2010	<a href="#">[User]</a>
<a href="#">CFSR CDRL.pdf</a>	CFSR CDRL	None	8/24/2010	<a href="#">[User]</a>
<a href="#">IMS CDRL.pdf</a>	IMS CDRL	None	8/24/2010	<a href="#">[User]</a>



# Reviewer Home: Submission History

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## Submission Review Home

[Submissions](#)
[Task Submission Status](#)
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Submission History

### Search Submission History

[Show Search History Criteria](#)

Click here to display  
search criteria

Submission ID	Report Date	Report Category(s)	Submission Date	Prime Contract Number	Program Name	Last Status Date	Last Status Set By	Status
<a href="#">23146</a>	7/16/2013	Formatted Cost	7/18/2013	<a href="#">N0000-00-N-0000</a>	Example	7/29/2013	System	Published
<a href="#">23147</a>	7/16/2013	IPMR Cost	7/18/2013	<a href="#">N0000-00-N-0000</a>	Example	7/29/2013	System	Published
<a href="#">23182</a>	6/30/2013	Native Schedule	7/29/2013	<a href="#">N0000-00-N-0000</a>	Example	7/31/2013	Jen Horner	Published
<a href="#">23180</a>	5/3/2013	IPMR Cost	8/1/2013	<a href="#">N0000-00-N-0000</a>	Example	8/1/2013	Jen Horner	Pending
<a href="#">23003</a>	3/25/2013	CFSR	4/17/2013	<a href="#">N0000-00-N-0000</a>	Example	4/29/2013	System	Published

- The Submission History tab will show all submissions for your assigned contracts by default.
- To filter the results set, click the Show Search History Criteria and enter your desired criteria.

### Search Submission History

Submission ID: Contract Number: Report Category: Submission Status: Program: Report Date After: Report Date Before:



# Reports & Metrics

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- There are a few different options available from the Reports & Metrics tab:
  - CPR Data Report– The CPR Data Report allows you to view contract CPR Data for all available periods in a grid form.
  - \*EVM-CR DAES Assessment Report – This report displays a snap-shot view of EVM-CR DAES Assessments for all programs.
  - \*EVM-CR Dashboard – The EVM Dashboard report summarizes the data in the EVM-CR using colorful pie charts and stacked bar charts.
  - Packaged Submission Documents – Users can request a bulk download of submissions and retrieve it here.
  - Program Status – This report provides status of EVM-CR submissions.
- \* Selections are Analyst only.

## EVM Reports & Metrics

Welcome to the EVM Reports and Metrics, please select a report below to view it.

- [CPR Data Report](#)
- [EVM-CR DAES Assessment Report](#)
- [EVM-CR EVM Dashboard](#)
- [Packaged Submission Documents](#)
- [Program Status](#)



When selecting the CPR Data Report you will be presented with a search/filter screen similar to that shown to the right. Your programs will be displayed. Once you select the task name, you will be presented with the report below.

Year	Month	EffectiveDate	ReportFrom	StartDate	DefinitizationDate	CompletionDate	ECD	BudgetCompletionDate	Quantity	ShareAbove	ShareBelow	OriginalNCC	NCC	MostLikelyEAC	BestCaseEAC
2008	6	6/29/2008	5/26/2008	12/1/2001											
2008	7	7/27/2008	6/30/2008	10/26/2001	10/26/2001	10/31/2013	10/31/2014								
2008	10	10/26/2008	9/29/2008	10/26/2001	10/26/2001	10/31/2013	10/31/2014								
2008	11	11/30/2008	10/27/2008	10/26/2001	10/26/2001	10/31/2013	10/31/2014								
2008	12	12/28/2008	12/1/2008	10/26/2001	10/26/2001	10/31/2013	10/31/2014								
2009	1	1/25/2009	12/29/2008	10/26/2001	10/26/2001	10/31/2013	10/31/2014								
2009	2	2/22/2009	1/26/2009	10/26/2001	10/26/2001	10/31/2013	10/31/2014								
2009	3	3/29/2009	2/23/2009	10/26/2001	10/26/2001	10/31/2013	10/31/2014								
2009	4	4/26/2009	3/30/2009	10/29/2001	10/26/2001	10/31/2013	10/31/2014								
2009	5	5/31/2009	4/27/2009	10/29/2001	10/26/2001	10/31/2013	10/31/2014								
2009	6	6/28/2009	6/1/2009	10/29/2001	10/26/2001	10/31/2013	10/31/2014								



# Reports & Metrics: Program Status

OSD

- Select a month from the drop down menu (year is pre-populated with the current year and can be changed to display previous years if necessary).
- \* Note if you are an Analyst you will be able to see all programs.
- Select either Generate Report – to have your results displayed on this screen or Download Report to download your results to Excel.

**Program Status**

Please choose the last time period for reporting (reports are given in a 4 month span).

Month:  Year:

Select by

☒ Service ☐ Program ☐ MilHandbook ☐ Contractor ☐ DAES Group ☐ ACAT



# Reports & Metrics: Program Status

OSD

Legend: Close

On Time Scores *	Compliance Scores **	EDI Applied on CDRL
<span style="background-color: green; border: 1px solid black;"> </span> Submitted on Time	<span style="background-color: green; border: 1px solid black;"> </span> Processed	<span style="background-color: green; border: 1px solid black;"> </span> Correctly Applied
<span style="background-color: yellow; border: 1px solid black;"> </span> Submitted Late	<span style="background-color: red; border: 1px solid black;"> </span> Missing	<span style="background-color: yellow; border: 1px solid black;"> </span> Unclear
<span style="background-color: orange; border: 1px solid black;"> </span> Rejected - not re-submitted	<span style="background-color: white; border: 1px solid black;"> </span> No Data	<span style="background-color: red; border: 1px solid black;"> </span> Not correctly Applied
<span style="background-color: lightblue; border: 1px solid black;"> </span> Submission in Submitting		<span style="background-color: white; border: 1px solid black;"> </span> No Data
<span style="background-color: lightgrey; border: 1px solid black;"> </span> Expected this Period ***		
<span style="background-color: red; border: 1px solid black;"> </span> Missing		
<span style="background-color: lightgrey; border: 1px solid black;"> </span> Not Required this period		
<span style="background-color: black; border: 1px solid black;"> </span> Not required on this task		
<span style="background-color: white; border: 1px solid black;"> </span> No Data		

\* Applies to all On-Time scores, IPMR Cost, Formatted Cost, IPMR Schedule, Native Schedule, CFSR, and History

\*\* Applies to all EDI Compliance Scores, IPMR Cost, IPMR Schedule

\*\*\* Submission is Due this period, and has yet to be started by the submitter.

	Apr '12	May '12	Jun '12	Jul '12		
Submitted on Time						
IPMR Cost on Time						
Formatted Cost on Time						
Native Schedule on Time						
CFSR on Time						
IPMR Cost on Time						
Formatted Cost on Time						
Native Schedule on Time						
CFSR on Time						
IPMR Cost on Time						
Formatted Cost on Time						
Native Schedule on Time						
CFSR on Time						
Latest History File	8/30/2007					82
	3/25/2011					57
	4/27/2012					93
	5/25/2012					91
	5/25/2012					99
	5/28/2012					89
	8/24/2012					94
	9/3/2011					98
	11/24/2010					63
						60
						57
						12/31/2012
						64
						9/30/2012
						94
						0
						4/23/2010
						98
						12/30/2011
						89
						12/30/2012
						95
						0
						1/26/2012
						100

- Results will be displayed in a grid similar to that shown above for the specified time period.
- Legend displays color coding for various columns.